

General Course Objectives for SCF Program, RONR, Jan. 29, 2016

**Robert's Rules of Order and Parliamentary Procedures:
Efficiency, Fairness and Due Regard for each Member's
Opinion**

This course will provide an overall framework for the proper use of Robert's Rules of Order, highlight the most used (and sometimes misused) motions in the course of a meeting, with special emphasis on government boards and committees and how Robert's Rules as the parliamentary resource will supplement, not supplant, statutory requirements.

Additionally, source materials and research techniques will be provided to each student that will enable participants to continue learning and researching parliamentary strategies. This course is a practical approach to parliamentary procedure with the goal of enhancing each person's ability to fully contribute to creating quality policy, programs and services for Sarasota County, in an internal climate that may range from total harmony to hardened differences of opinion.

 **Shirley Brodbeck, RP, National Association of
Parliamentarians**

 **Beth Bond, MS Ed and National Association of
Parliamentarians**

Topical Outline
Parliamentary Procedure for Sarasota County Elected Officials

January 29, 2016

Sarasota County Chambers, Sarasota, Florida

Shirley J. Brodbeck, Registered Parliamentarian, National Association of Parliamentarians
Beth Bond, MS Ed. and National Association of Parliamentarians

Welcome and Introductions

Passionate about Democracy: Principles Underlying Parliamentary Law

Setting the Stage: Greece to Sarasota

Rules Governing an Assembly: The proper place for Robert's Rules in Government Boards and Agencies

- A. Research technique, RONR in Brief to RONR
- B. Expectations for Attorneys

Rules of the Game

- A. Meetings
- B. Expectations of the President, Secretary (without objection)
- C. Quorum
- D. Approval of Minutes
- E. Adopting the Agenda (Consent Agenda/Calendar)
- F. Small Board Rules
- G. Six Steps to Process a Motion

Ranking Motions

- A. Revering the Golden Basic Info Sheet: Research in Hand
- B. Motions and their Characteristics
- C. Main Motion with Primary and Secondary Amendments

BREAK

Forum: Participants Issues and Questions: Ask a Parliamentarian

More Motions – Incidental and Bring Back

- A. Appeal Chair's Decision
- B. Object to Consideration
- C. Point of Order
- D. Rescind or Amend Something Previously Adopted
- E. Reconsider

Evaluation/Feedback and Drawing for Grand Prize